

# Utah Wing Civil Air Patrol -- 2010

<b>January</b>	<b>□ CPPT briefing</b>	<b>CAPR 52-10</b>
	□ ALL: Applications due for Cadet Special Activities 31 JAN	CAPR 52-16
	□ ALL: Applications due for CAP scholarships 31 JAN	CAPR 52-16
	□ ALL: Applications due for IACE 31 JAN	CAPR 52-16
	□ ALL: Quarterly finance committee meeting	CAPR 173-1
	□ ALL: Safety briefing topic/attendance in WMU	CAPR 62-1
	□ ALL: Submit list of finance committee members/approvers	CAPR 173-1
	□ ALL: TCO quarterly inventory of testing materials	CAPR 50-4
	□ ALL: Review professional development report online	CAPR 50-17
	□ ALL: Vehicle updates into eServices	
	□ ALL: Review online members lacking CPPT	CAPR 52-10
	□ ALL: Wingspan articles due to PAO 10 JAN	
	□ ALL: Hold harmless agreements need annual renewal	CAPR 60-1
	□ FRO: CAPF 99 forms due at wing, end of month	CAPR 60-1
	□ SQUADRON: Aircraft Logs due at wing	
	□ SQUADRON: Vehicle Logs due at wing (CAPF 73) 05 JAN	CAPR 77-1
	□ WING: Encampment applications accepted for staff	
	□ WING: Review supplement on mishap reporting	CAPR 60-2
	□ WING: Review supplement on aircraft maintenance	CAPR 66-1
	□ WING: Admin certifies publications are current	
	□ WING: Update wing alert roster	CAPR 60-3
	□ WING: Aerospace Ed activity report 15 JAN	CAPP 15
	□ WING: Chaplain report due 30 JAN	CAPR 265-1
	□ WING: Comm Plans to region 10 JAN	CAPR 100-1
	□ WING: Comm quarterly H1	CAPR 100-1
	□ WING: Update FRO authorization list	CAPR 60-1
	□ WING: Update various pilot authorization lists	CAPR 60-1
	□ WING: DO to submit trend analysis report by 31 JAN	CAPR 60-1
	□ WING: PAO report due 31 JAN	CAPR 190-1
	□ WING: Pilot/FRO authorization letters	
	□ WING: Provide current pilot list to state director	CAPR 60-1
	□ WING: Review CPPT/OPSEC/EO/ground video	
	□ WING: Updated Aerospace Ed Officer report due 31 JAN	CAPP 15
	□ WING: Reappoint membership board	CAPR 39-2
	□ WING: Reappoint Awards Review Board	CAPR 39-3
	□ WING: Wing CC review/approve any squadrons with dues	CAPR 39-2
	□ WING: TCO TCF revalidation received from Air University	CAPR 50-4

# Utah Wing Civil Air Patrol -- 2010

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|--|------------|
| <input type="checkbox"/> WING: IG to schedule SUI visits for upcoming year     | CAPR 123-3 |
| <input type="checkbox"/> WING: Annual PAO plan prepared                        | CAPR 190-1 |
| <input type="checkbox"/> WING: AE teacher of the year nominations              | CAPR 280-2 |
| <input type="checkbox"/> WING: Identify wing PA officer of the year candidates | CAPR 190-1 |
| <input type="checkbox"/> WING: Chaplain report CAPF34 due NLT 15 JAN           | CAPR 265-1 |
| <input type="checkbox"/> STAFF: Annual self-assessment to commander            | CAPR 123-3 |
| <input type="checkbox"/> SQUADRON: Annual self-assessment to wing CC           | CAPR 123-3 |

## February

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|---|-------------------|
| <input type="checkbox"/> <b>OPSEC briefing</b>                                | <b>CAPR 50-17</b> |
| <input type="checkbox"/> ALL: Safety briefing topic/attendance in WMU         | CAPR 62-1         |
| <input type="checkbox"/> ALL: Squadron of Merit nominations 15 FEB            | CAPR 39-3         |
| <input type="checkbox"/> ALL: Vehicle updates into eServices                  |                   |
| <input type="checkbox"/> ALL: Review online list of missing OPSEC training    | CAPR 50-17        |
| <input type="checkbox"/> ALL: Review professional development report online   | CAPR 50-17        |
| <input type="checkbox"/> FRO: CAPF 99 forms due at wing, end of month         | CAPR 60-1         |
| <input type="checkbox"/> SQUADRON: Aircraft Logs due at wing                  |                   |
| <input type="checkbox"/> SQUADRON: Complete self-evaluation, send to IG       |                   |
| <input type="checkbox"/> SQUADRON: Vehicle Logs due at wing (CAPF 73) 05 FEB  | CAPR 77-1         |
| <input type="checkbox"/> WING: Crossfield teacher nomination due 1 FEB        | CAPP 15           |
| <input type="checkbox"/> WING: Brewer Awarded nomination due 15 FEB           | CAPR 280-2        |
| <input type="checkbox"/> WING: Wing AE officer of year nomination due 15 FEB  | CAPR 280-2        |
| <input type="checkbox"/> WING: Dir of Finance award nomination due 15 FEB     | CAPR 173-1        |
| <input type="checkbox"/> WING: Provide current pilot list to state director   | CAPR 60-1         |
| <input type="checkbox"/> WING: Submit nomination for Senior of the Year       | CAPR 39-3         |
| <input type="checkbox"/> WING: Submit nomination for Communicator of the Year | CAPR 100-1        |
| <input type="checkbox"/> WING: Submit nomination for Cadet of the Year        | CAPR 39-3         |
| <input type="checkbox"/> WING: Conduct TLC & RST classes                      | CAPR 52-16        |
| <input type="checkbox"/> WING: Vehicle justification CAPF175 due region Hq    | CAPR 77-1         |
| ► Commander's conference call 6 FEB @ 2000 hours                              |                   |

## March

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| <input type="checkbox"/> <b>Equal Opportunity Briefing</b>                   | <b>CAPR 36-1</b> |
| <input type="checkbox"/> ALL: Safety briefing topic/attendance in WMU        | CAPR 62-1        |
| <input type="checkbox"/> ALL: Vehicle updates into eServices                 |                  |
| <input type="checkbox"/> ALL: Review members without EO training             | CAPR 36-1        |
| <input type="checkbox"/> ALL: Review professional development report online  | CAPR 50-17       |
| <input type="checkbox"/> ALL: Annual property S-3 survey completed by 31 MAR | CAPR 67-1        |
| <input type="checkbox"/> FRO: CAPF 99 forms due at wing, end of month        | CAPR 60-1        |

# Utah Wing Civil Air Patrol -- 2010

- ☐ SQUADRON: Aircraft Logs due at wing
- ☐ SQUADRON: Vehicle Logs due at wing (CAPF 73) 05 MAR CAPR 77-1
- ☐ WING: Brewer Award nominations due 15 MAR CAPP 15
- ☐ WING: Cadet of Year (CAPF 58) due 15 MAR CAPR 39-3
- ☐ WING: Certificate of Achievement report due 1 MAR CAPR 62-1
- ☐ WING: Charter review CAPR 20-3
- ☐ WING: Logistics award nomination to NHq by 15 MAR CAPR 67-1
- ☐ WING: Safety certificate due to NHq by 15 MAR CAPR 62-1
- ☐ WING: Paul W. Turner safety nomination due 1 MAR CAPR 62-1
- ☐ WING: Provide current pilot list to state director CAPR 60-1
- ☐ WING: Review CPPT/OPSEC/EO/ground video
- ☐ WING: Safety officer of year nomination due 1 MAR CAPR 62-1
- ☐ WING: Senior member of year nomination due 15 MAR CAPR 39-3
- ☐ WING: Nominations for chaplain (CDI) recognition 15 MAR CAPR 265-1
- WING: Survey Audit 30 MAR CAPR 100-2

## April

- ☐ **Non-discrimination policy briefing CAPR 36-1 & 2**
- ☐ ALL: Quarterly finance committee meeting CAPR 173-1
- ☐ ALL: Reconcile unit finance account CAPR 173-1
- ☐ ALL: Safety briefing topic/attendance in WMU CAPR 62-1
- ☐ ALL: Unit PAO rosters due 30 APR CAPR 190-1
- ☐ ALL: Vehicle updates into eServices
- ☐ ALL: TCO quarterly inventory of testing materials CAPR 50-4
- ☐ ALL: Review professional development report online CAPR 50-17
- ☐ ALL: Wingspan articles due to PAO 10 APR
- ☐ FRO: CAPF 99 forms due at wing, end of month CAPR 60-1
- ☐ SQUADRON: Air Force Assn. Cadet awards due 15 APR CAPR 39-3
- ☐ SQUADRON: AF Sgt. Assn. Cadet awards due 15 APR CAPR 39-3
- ☐ SQUADRON: Aircraft Logs due at wing
- ☐ SQUADRON: Vehicle Logs due at wing (CAPF 73) 05 APR CAPR 77-1
- ☐ WING: Charter review
- ☐ WING: Communications annual survey S-8 due 15 APR CAPR 100-2
- ☐ WING: Comm quarterly H1 CAPR 100-1
- ☐ WING: PAO report due 30 APR CAPR 190-1
- ☐ WING: Provide current pilot list to state director CAPR 60-1
- ☐ WING: Review CPPT/OPSEC/EO/ground video
- Utah Wing Conference 24 APRIL

# Utah Wing Civil Air Patrol -- 2010

► Commander's conference call 3 APRIL @ 2000 hours

## May

- **Uniform briefing**
- ALL: Safety briefing topic/attendance in WMU CAPR 62-1
- ALL: Vehicle updates into eServices
- ALL: Review professional development report online CAPR 50-17
- FRO: CAPF 99 forms due at wing, end of month CAPR 60-1
- SQUADRON: Aircraft Logs due at wing
- SQUADRON: Vehicle Logs due at wing (CAPF 73) 05 MAY CAPR 77-1
- WING: Provide current pilot list to state director CAPR 60-1
- WING: CAC to meet with wing commander CAPR 52-10
- WING: Review CPPT/OPSEC/EO/ground video
- WING: Annual communications meeting CAPR 100-1
- WING: Annual PAO training CAPR 190-1

## June

- **Ethics briefing** CAPR 35-10
- ALL: Safety briefing topic/attendance in WMU CAPR 62-1
- ALL: SAREVAL 7-13 JUNE
- ALL: Vehicle updates into eServices
- ALL: Review professional development report online CAPR 50-17
- FRO: CAPF 99 forms due at wing, end of month CAPR 60-1
- SQUADRON: Aircraft Logs due at wing
- SQUADRON: Vehicle Logs due at wing (CAPF 73) 05 JUN CAPR 77-1
- WING: Provide current pilot list to state director CAPR 60-1
- WING: Review CPPT/OPSEC/EO/ground video
- WING: Submit prior year wing history report NLT 30 JUNE CAPR 210-1
- WING: Submit historian of year nomination CAPR 210-1
- ALL: Encampment, Wendover 19-26 JUNE Utah/Idaho
- Commander's conference call 5 JUNE @ 2000 hours

## July

- **ORM briefing** CAPR 62-1
- ALL: Inland SAR school 12-16 JULY National Event
- ALL: Quarterly finance committee meeting CAPR 173-1
- ALL: Reconcile unit finance account CAPR 173-1
- ALL: Safety briefing topic/attendance in WMU CAPR 62-1
- ALL: Vehicle updates into eServices
- ALL: TCO quarterly inventory of testing materials CAPR 50-4

# Utah Wing Civil Air Patrol -- 2010

- ☐ ALL: Review professional development report online CAPR 50-17
- ☐ FRO: CAPF 99 forms due at wing, end of month CAPR 60-1
- ☐ SQUADRON: Vehicle Logs due at wing (CAPF 73) 05 JUL CAPR 77-1
- ☐ WING: Chaplain report due 30 JUL CAPR 265-1
- ☐ WING: Comm quarterly H1 CAPR 100-1
- ☐ WING: Review wing dues by 15JUL CAPR 39-2
- ▶ WING: Compliance Inspection 17-19 JULY
- ☐ WING: Yearly ES training plan in WMIRS by 31 JULY CAPR 60-3
- ☐ WING: PAO report due 31 JUL CAPR 190-1
- ☐ WING: DO to submit trend analysis report by 31 JUL CAPR 60-1
- ☐ WING: Provide current pilot list to state director CAPR 60-1
- ☐ WING: Review CPPT/OPSEC/EO/ground video
- ☐ WING: Updated Aerospace Ed Officer report due 31 JUL CAPP 15
- ☐ WING: Chaplain report CAPF34 due NLT 15 JUL CAPR 265-1
- ☐ WING: Nominate squadron for American Legion Award CAPR 39-3

## August

- ☐
- ☐ ALL: Safety briefing topic/attendance in WMU CAPR 62-1
- ☐ ALL: Vehicle updates into eServices
- ☐ ALL: Review professional development report online CAPR 50-17
- ☐ FRO: CAPF 99 forms due at wing, end of month CAPR 60-1
- ☐ SQUADRON: Aircraft Logs due at wing
- ☐ SQUADRON: Vehicle Logs due at wing (CAPF 73) 05 AUG CAPR 77-1
- ☐ WING: Provide current pilot list to state director CAPR 60-1
- ☐ WING: Review CPPT/OPSEC/EO/ground video CAPR 77-1
- ☐ WING: DDR strategic plan to region CAPR 51-1
- ☐ WING: Vehicle report S-2 report CAPR 77-1
- ▶ Commander's conference call 7 AUG @ 2000 hours

## September

- ☐
- ☐ ALL: Annual operating budget due 1 OCT CAPR 173-1
- ☐ ALL: Safety briefing topic/attendance in WMU CAPR 62-1
- ☐ ALL: Vehicle updates into eServices CAPR 62-1
- ☐ ALL: Review professional development report online CAPR 50-17
- ☐ ALL: Wingspan articles due to PAO 10 SEPT
- ☐ FRO: CAPF 99 forms due at wing, end of month CAPR 60-1
- ☐ SQUADRON: Aircraft Logs due at wing

# Utah Wing Civil Air Patrol -- 2010

- ☐ SQUADRON: Vehicle Logs due at wing (CAPF 73) 05 SEP CAPR 77-1
- ☐ WING: Provide current pilot list to state director CAPR 60-1
- ☐ WING: Review CPPT/OPSEC/EO/ground video
- ☐ WING: DDR budget to National by 30 SEPT CAPR 51-1
- ☐ WING: DDR annual report CAPR 51-1
- ☐ WING: CDO to review CD quals for 20-hour participation CAPR 60-6
- ☐ WING: Annual revalidation of issued comm equipment CAPR 100-2

## October

- ☐ **Safety** CAPR 62-1
- ☐ ALL: Contributed facility/utility report due 1 NOV CAPR 173-1
- ☐ ALL: ORM briefing CAPR 62-1
- ☐ ALL: Safety briefing topic/attendance in WMU CAPR 62-1
- ☐ ALL: Quarterly finance committee meeting CAPR 173-1
- ☐ ALL: Reconcile unit finance account CAPR 173-1
- ☐ ALL: Safety down day CAPR 62-1
- ☐ ALL: Unit PAO rosters due 31 OCT CAPR 190-1
- ☐ ALL: Vehicle updates into eServices
- ☐ ALL: TCO quarterly inventory of testing materials CAPR 50-4
- ☐ ALL: Review professional development report online CAPR 50-17
- ☐ ALL: DDR Red Ribbon Week (last week in October) CAPR 51-1
- ☐ FRO: CAPF 99 forms due at wing, end of month CAPR 60-1
- ☐ SQUADRON: Aircraft Logs due at wing
- ☐ SQUADRON: Financial disclosure statement due 1 NOV CAPR 173-1
- ☐ SQUADRON: Vehicle Logs due at wing (CAPF 73) 05 OCT CAPR 77-1
- ☐ WING: Annual report of state funding due 15 OCT CAPR 173-2
- ☐ WING: Comm quarterly H1 CAPR 100-1
- ☐ WING: PAO report due 31 OCT CAPR 190-1
- ☐ WING: Provide current pilot list to state director CAPR 60-1
- ☐ WING: Review CPPT/OPSEC/EO/ground video
- ☐ WING: Vehicle inventory report due 1 OCT CAPR 77-1
- ☐ WING: Vehicle self insurance report/payment due 1 OCT CAPR 77-1
- Commander's conference call 2 OCT @ 2000 hours

## November

- ☐
- ☐ ALL: Safety briefing topic/attendance in WMU CAPR 62-1
- ☐ ALL: Review professional development report online CAPR 50-17
- CAC Dining Out

# Utah Wing Civil Air Patrol -- 2010

## ► Wing Drill Team competition

- ☐ FRO: CAPF 99 forms due at wing, end of month CAPR 60-1
- ☐ SQUADRON: Aircraft Logs due at wing
- ☐ SQUADRON: Vehicle Logs due at wing (CAPF 73) 05 NOV CAPR 77-1
- ☐ WING: CAPF172 Wing Authorization Letter due 31 NOV CAPR 173-1
- ☐ WING: Provide current pilot list to state director CAPR 60-1
- ☐ WING: Review CPPT/OPSEC/EO/ground video CAPR 77-1
- ☐ WING: CDO submit CD revocations by 15 NOV CAPR 60-6

## December

- ☐
- ☐ ALL: Alert/Resource report updated online 31 DEC CAPR 60-3
- ☐ ALL: Safety briefing topic/attendance in WMU CAPR 62-1
- ☐ ALL: Safety surveys completed in eServices 31 DEC CAPR 62-1
- ☐ ALL: Review professional development report online CAPR 50-17
- ☐ FRO: CAPF 99 forms due at wing, end of month CAPR 60-1

## ► CAP Sunday 05 DEC 2010

## ► Wing Drill Team tryouts

- ☐ SQUADRON: Aircraft Logs due at wing 01 DEC
- ☐ SQUADRON: Vehicle Logs due at wing (CAPF 73) 05 DEC CAPR 77-1
- ☐ WING: Provide current pilot list to state director CAPR 60-1
- ☐ WING: Review CPPT/OPSEC/EO/ground video CAPR 77-1
- ☐ WING: Update counter drug roster by 31 DEC CAPR 60-6
- ☐ WING: Update CDO appointment, forward letter to NOC CAPR 60-6
- ☐ WING: Annual communications effectiveness test CAPR 100-1
- ☐ WING: CDO to review IC kit for CD missions CAPR 60-6
- ☐ WING: CDO to submit annual CD training plan CAPR 60-6
- ☐ WING: Real estate survey (S-6) due NHq 31 DEC CAPR 87-1
- ☐ WING: Annual aerospace education report CAPR 280-2

## ► Commander's conference call 4 DEC @ 2000 hours

## ► Wreaths across America